



City of Lemon Grove

ADMINISTRATIVE SERVICES DIRECTOR **Class Specification**

DEFINITION

Under administrative direction, advises the City Manager in administrative and technical matters and plans, directs, manages, and oversees the activities and operations of finance, payroll, information technology, and risk management, and related major contracts, programs, and services; participates as a member of the executive management team; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

FLSA STATUS

Exempt – Not Overtime Eligible

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and/or clerical staff.

EXAMPLES OF DUTIES

- Plan, organize and direct accounting functions including payroll, budgeting, purchasing, auditing, investing, and maintenance of the finance system.
- Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned service areas, programs, and activities.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Plan, coordinate and review the work plan for finance, payroll, information technology, and risk management.
- Establish and maintain internal control procedures and assure that state and Federal standard accounting procedures are maintained.
- Prepare and present financial statements and reports to the City Council.
- Prepare City budgets and oversee City audits.
- Manage departmental operating budget preparation; allocate resources and administer the approved budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; identify, track and forecast revenue and expense trends; review invoices for accuracy, assign expenditures to accurate accounts and authorize expenditures.
- Oversee and participate in a variety of organizational and operational studies.
- Recommend information technology strategies by evaluating organizational outcomes, identifying problems, evaluating trends, and anticipating requirements.

- Participate in the City's risk management process.
- Manage service contracts and leases with contractors and vendors.
- Serve as department liaison with other departments, divisions, and outside agencies for citywide projects and programs; meet with other departments, external public agency representatives, and public officials.
- Respond to external auditors, explaining procedures, serving as reference for questions, and directing staff as needed to provide information.
- Represent the City to outside agencies, and professional organizations as required; and respond to citizen inquiries and requests for information.
- Select, supervise, train, and evaluate staff; evaluate and review work for acceptability and conformance with Department's standards.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles and practices of municipal accounting, fiscal planning, budgeting, administration, auditing, record keeping and reporting; budget preparation and administration; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; pertinent federal, state and local rules and regulations; operational characteristics, services, and activities of Information Technology; methods and techniques used in the installation, troubleshooting, and maintenance of Information systems hardware, software, and related systems; principles of supervision; modern office procedures, methods, and computer equipment.

Ability to:

Prepare administrative findings and reports; conduct studies; exercise sound independent judgment within established guidelines; make effective public presentations; evaluate alternatives and make creative recommendations in area of responsibility; and establish and maintain effective relationships with city officials, other governmental agencies, citizens and the public.

EXPERIENCE AND EDUCATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six (6) years of progressively responsible administrative experience with municipal accounting and information technology concentration, preferably in a municipal government environment, including three (3) years in a supervisory capacity.

Education:

A Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, Business Management, Management Information Systems, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: TBD